

28 March 1961

FISCAL DIVISION

Policy and Procedure Memorandum No. 8

It has been the procedure for the Fiscal Division to forward billing for materiel and/or services rendered, not covered by a formal Agency receiving report, to the responsible Agency components for certification of receipt. In many instances it is not always possible to determine that the signee is an authorized recipient of the services rendered.

A. POLICY

1. The Fiscal Division will accept and process as proper receiving certification for materiel and/or services rendered, only those documents that have been certified by a designated approving officer.
2. Billing documents for materiel and services that are covered by a formal Agency receiving report issued by the Office of Logistics will be processed and will not be included in this policy.

B. PROCEDURE

1. All billing documents will, as heretofore, be received in the Fiscal Processing Branch and checked to determine if receipt for materiel and/or services rendered has been properly indicated therefor. Billings for which the receipt has not been certified by an authorized approving officer or do not have the receiving certification indicated therefor will be forwarded to the responsible Agency component for a proper receiving certification.
2. Documents will be checked in the audit process for ascertaining that proper receiving certification is indicated therefor.

C. The above will be effective immediately.

STATINTL

  
Chief, Fiscal Division